

1300
OPD
11/22/99

From: Division Head, Orders and Pay Division, Marine Corps Reserve Support Command
To: Operational Sponsors

Subj: **MEMORANDUM ENDORSEMENT FOR ORDERS**

Encl: (1) Memorandum Endorsement

1. Over the past few years we have seen an increase in inconsistencies on reporting endorsements from operational sponsors, which make it difficult for OPD to properly report the correct pay entitlements for reservists who complete active duty special work or annual training.
2. In an effort to standardize and ensure accurate, timely reporting of pay entitlements, we request you utilize the enclosed Memorandum Endorsement on all reserve orders initiated by MCRSC. It is highly encouraged that this endorsement is used on both reporting and nonreporting orders as it also acts as an auditing tool for pay entitlements; i.e. proper BAH, field duty, etc..
3. An electronic copy of this Memorandum Endorsement is being forwarded to operational sponsors with e-mail addresses. If you wish to receive an electronic copy, and have not received one by 23 April 1999, please forward your e-mail address to MGySgt M.E. Stone (mstone@marforres.usmc.mil).

K. L. BOLES

Copy to:
COS, MCRSC
IRRD/DRD/CONAD, MCRSC

To facilitate proper reporting of pay/travel entitlements of reservists while on active duty, paragraphs 1 through 6 must be completed in their entirety. If Marine was sent TAD to another site while on this duty ATTACH COPY of liquidated claim. Travel claims should list Marine's home address and phone number.

MEMORANDUM ENDORSEMENT

From: Commanding Officer (reporting unit)

To:

Rank/Name/SSN/MOS USMCR

Subj: **TERMINATION OF ACTIVE DUTY SPECIAL WORK (ADSW) ORDERS / ANNUAL TRAINING (AT) ORDERS**

1. You reported to _____ on _____ at _____.
(command) (date) (time)

2. You departed _____ on _____ at _____.
(command) (date) (time)

3. Government quarters:

- ☐ At no cost. ☐ Avail but not utilized.
☐ BOQ/BEQ \$_____ per night. ☐ Not required, lives locally.
☐ Use of commercial lodging is authorized.
☐ Married to acdu spouse and lives in govt housing.
☐ Government quarters not available; non-avail stamp obtained.
☐ Active duty spouse -- entitled to BAH O/R ☐ Yes ☐ No
☐ Conference Fee Amount \$_____ (Indicate on travel claim meal deducted if fee included any meals.)

4. Government Meals:

- ☐ Meal card issued. ☐ Messing available.
☐ Messing not available. ☐ Available but not utilized, lives locally.
☐ Messing available, but not utilized as it adversely affects mission performance; excessive distance or no transportation between place of duty or lodging; duty and mess operating hours aren't compatible.

5. Special Duty: (provide time/date)

- ☐ Not field duty. ☐ Duty in the field.
☐ Field duty from _____ to _____.
☐ Sea duty from _____ to _____ on board USS _____.
☐ Hazard duty from _____ to _____. Location: _____.

6. Other Pay Entitlements:

- ☐ Family Separation Allowance (FSA) Authorized from _____ (30+days acdu only)
☐ ACIP pay (pilots) ☐ Yes ☐ No ☐ Aircrew Pay (enlisted) ☐ Yes ☐ No
☐ Foreign Duty Pay ☐ Yes ☐ No ☐ LSL (30+ days acdu)
☐ Tax exclusion (hazard duty area) from _____ to _____. Location _____.

Subj:

X. X. XXXXXX

By direction